

**Request for Proposals  
19RFP137  
School Signage and Marquee Installations**

Date	Event
June 11, 2019 June 18, 2019	Advertise/Issue Dates
June 20, 2019	Pre-Proposal Conference at 10AM at 1111 W. 6 <sup>th</sup> Street, Austin TX 78703, Suite B-300
June 24, 2019	Questions Due by <b>5:00 PM</b>
June 27, 2019	Questions and Answers and Last Addendum posted on our website
July 10, 2019	<b>RFP due date at 2:00 pm CST</b>
August 26, 2019	AISD Board Meeting for review/approval

<p><b>Deliver Sealed Proposals to:</b></p> <p><b>Austin ISD</b>  <b>Contract and Procurement Services</b>  <b>1111 W. Sixth Street, Suite B-300</b>  <b>Austin, Texas 78703</b></p> <p><b>Please allow time for parking</b></p>	<p><b>Contact Person:</b></p> <p>Jennifer Nix  Contract and Procurement Services  <a href="mailto:jennifer.nix@austinisd.org">jennifer.nix@austinisd.org</a></p> <p>HUB Coordinator Contact  Melfi Penn  <a href="mailto:melfi.penn@austinisd.org">melfi.penn@austinisd.org</a></p>
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- Questions must be submitted via e-mail to the procurement contact person listed above.  
**In the e-mail subject line, type: *Questions 19RFP137 – School Signage and Marquee Installation***
- Q & A and Addenda will be posted on our website: [www.austinisd.org/cp/bids](http://www.austinisd.org/cp/bids)
- Proposals are due no later than 2:00 pm on the date indicated. Your proposals must be delivered by mail or hand delivery in an envelope or carton. Proposals received after the specified time shall not be considered.
- **Please submit the following:**
  - One (1) hard copy marked “original” – include signed “required” forms
  - One (1) digital copy on a flash drive – include signed “required” forms
- FAX, e-mail or other electronic proposals **will not be accepted.**
- Proposals must be plainly marked with **name and address of the Offeror and the RFP number and Title above**

### Checklist and Submission Guidelines

Check when Completed	Task to be Completed by Respondent
	Pricing Proposal
	Proposer Questionnaire
	Signature Page
	Required HUB Forms
	Signed and dated Addenda
	<b><u>Hard Copy Submission</u></b> AISD requires one (1) marked “original” and one (1) marked
	<b><u>Electronic Copy:</u></b> AISD requires submission of one (1) electronic PDF copy via USB

Order for Submission	Document
1	Cover Sheet
2	Table of Contents
3	Pricing Proposal
4	Proposer Questionnaire
5	Signature Page
6	Signed and Dated Addenda
7	Required HUB Forms

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## II. Introduction

Pursuant to Texas Education Code §§ 44.031 and Texas Government Code Chapter 2269, the Austin Independent School District (herein after referred to as “AISD” or the “District”) is issuing this Request for Proposals (“RFP”) from qualified firms to provide signage goods and products, as well as installation in the form of construction job order contracting services, at various District locations.

The exact nature and extent of services required will vary and no specified minimum amount of work will be guaranteed to the successful contractor(s).

- A. **Receipt and Opening of Proposals**  
Proposals will be opened immediately following the deadline for receipt, but will not be read aloud. Proposals received after the designated time and date will not be considered. Sole responsibility lies with the Proposer for their proposal arriving on time at the designated place. No responsibility for the premature opening of a proposal which is not addressed and identified shall be attached to the District or its agents and authorized representatives.
- B. **Withdrawal of Proposals**  
The Proposer may withdraw their proposal, either personally or by written request, at any time prior to scheduled closing time for receipt of proposal. After the opening of proposals, proposals may not be withdrawn for a period of ninety (90) days from the date submitted and will be subject to the District's acceptance during that time.
- C. **Proprietary Information**  
In the event the Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The District shall have the right to use any or all information included in the proposals submitted unless the information is expressly restricted by the Proposer.
- D. **Award of Contract**  
This Request for Proposal does not constitute a commitment by the District to award a contract. The District reserves the right to waive any informalities and to reject any or all proposals and/or to cancel the Request for Proposal. The award shall be made on proposal (s) that serves the best interest of the District and will

not be evaluated solely on a monetary basis. No contract award shall exist until executed in writing.

The District reserves the right to select one or more best value proposers, based on the evaluation criteria set forth in this RFP. Selection by the District does not guarantee any minimum volume or amount of business, nor does it guarantee that any purchase order will be issued. Vendors selected under this RFP will, without any promise of exclusivity, be considered approved vendors for the potential supply of products covered by this RFP.

E. Type of Contract

The District expects to award one or more contracts under this RFP. One or more contracts will be awarded for the provision of signage goods, products and non-construction services, which will include job order contract pricing and provisions for any installation services that constitute construction services.

F. Bonding

Any construction services performed will be subject to requirements for statutory payment and performance bonds, as required under Chapter 2253 of the Texas Government Code. Bonding requirements will be determined on a per-job order basis.

### III. Scope of Service and Performance Requirements

The scope of this RFP is for School Signage & Marquee Installations for District facilities through the completion of all projects through the current Bond Program, but is not limited to current Bond projects or projects funded through sources other than bond funds.

Sample services and sample pictures are provided below. Bidders are not required to be able to perform all types of service, but should explain their capabilities of the examples provided below in Section C of the Proposer Questionnaire.

- **Installation**
- **Service & Repair**
- **Interior & Exterior Mounted Signs**

#### Sample Pictures:



- **Channel Letters**
  - Channel letters are custom-made metal or plastic letters commonly used in exterior signage on public and commercial buildings, and often internally illuminated. Unlit three dimensional letters that are applied to sign panels or monuments are usually referred to as dimensional letters.
- **Screen Printing**
  - Transferring ink onto a substrate, except in areas made impermeable to the ink by a blocking stencil.

- **School Name Lettering**

Sample Pictures:



- **Banners, Wall & Door Wrapping**

Sample Pictures:



- **LED Signage & Marquees**  
Sample Pictures:



- **Monument Signs & Scoreboards**

Sample Pictures:





## IV. Proposer Questionnaire

Provide all requested information. Failure to provide required information may cause the proposal to be deemed non-responsive.

### A. Description of Firm Personnel

- Describe your firm and your specific experience history for the past 10 years, including a list of clients by type and name of institution, location and types of products and services provided.
- Identify the key staff (exclusive of support or administrative staff) in the firm who will have primary responsibility for this account.
  - Describe their current responsibilities with the firm.
  - Describe the role each will play if a contract is awarded to the firm.
- Provide any additional information that substantiates that the firm has other capacity or staff to perform the scope of duties, above and beyond identified key personnel

### B. Past Experience

- Give the names, addresses, and telephone numbers of at least (3) current professional client references that you currently have under contract.
- List all accounts of similar scope and size in the past 10 years. Identify the timing, type and size of each of these engagements along with the name, location and type of institution and your role.
- In the past 5 years, has your firm been involved in or currently under formal investigations or informal inquiries from any federal or state regulatory agency. If so, please disclose the nature of the investigation and/or inquiry and its current status.
- Identify any other competitive government contracts that your firm provides for institutions in Texas.

### C. Services Available

- Explain why your company should be selected.
- Describe any website, software, catalogs or ordering systems your company would utilize specific to AISD's needs.
- Provide installation rates including weekend and holiday, and bulk discounts.
- Provide a list of any and all cooperatives to which your company is a member.
- Provide lead time on ordering and warranty items must be included.

## V. Pricing Proposal

### PROPOSED PRICING FOR CONSTRUCTION SERVICES (Installation)

The actual pricing for construction services performed under any awarded job order contracting agreement will be based on the mutually agreed quantities applied to the last column: “Total including overhead and profit” rates contained in the R.S. Means Facilities Construction Cost Book, 2018 Version, as adjusted by application of the appropriate (1) city cost index and (2) the coefficient proposed by proposer and accepted by Owner. The Coefficient factors shall be firm for the duration of the Contract award. The R.S. Means prices contained in the Unit Price Book are firm for the Initial Term of the Agreement and may be replaced each optional renewal year, with the unit prices in the most current Unit Price Book published at the time of renewal. Itemized detail worksheets must be provided with each job order.

Your proposal needs to break down the following cost breakdowns when applicable:

- Sign/Materials Cost
- Permitting
- Engineering
- Concrete/Masonry/Electrical
- Proposed Coefficient for Installation Construction Services:
  - Standard Hour Coefficient: \_\_\_\_\_
  - Non-Standard Hour Coefficient : \_\_\_\_\_
  - Discount/Markup for Signage Products \_\_\_\_\_
  - Non-Pre-Priced Items \_\_\_\_\_

## VI. General Quality of Responsiveness of Proposer

- Completeness and thoroughness of proposal.
- Grasp of scope of work to be performed.
- Description of approach to be taken
- Evidence of good organizational management practices
- Qualifications of personnel
- Experience and past performance

## VII. Specific Areas That Will Be Evaluated and Scored

In determining best value, the District shall consider the following factors:

Item	Detailed Description	Points
I. Proposal Format	The adequacy and completeness of the plan offered addressing the Scope of Service.	10 Points
II. Vendor Capabilities	Reputation of the Vendor and its goods and services: The demonstrated ability of the Vendor to provide services, including references. The professional, technical and managerial qualifications of the firm and the personnel to be assigned to this account. Vendor's past relationship with the District and other educational entities	25 Points
III. Proposed Products	Quality of the Vendor's goods and services, and the extent to which the goods and services meet the District's needs. Quality of items as well as their ability to meet specifications and sustainability requirements and preferences. Quality of warranties offered.	25 Points
IV. Financial Proposal	Purchase Price: Unit pricing including Delivery rate including weekend and holiday rates, install, freight, warehousing, and bulk discounts. Total long term cost to the District to acquire the vendor's goods and services.	40 Points

In considering the above factors, the District may take into consideration its billing and ordering policies, lead times, and financial standing.

## VIII. Signature Page

A Proposer by submitting a bid represents that the RFP has been read and understood that the Proposal is made in accordance therewith. All documents submitted with the Proposal which require a signature must be signed by an individual authorized to submit a formal proposal. Proposals that are not signed may be rejected. Please refrain from submitting non-requested bulky promotional items, such as ring binders, catalogues and brochures, not pertinent to the submittal. The Proposer by his or her signature (below) agrees to the General Conditions and Terms and Conditions without modification.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FEDERAL EMPLOYER ID NUMBER: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

## IX. HUB Documentation

The bidder/proposer **MUST** submit required HUB documents. If the bidder/proposer does not meet or exceed all goals, then Good Faith Effort documentation is **REQUIRED**. A firm **MUST** be compliant with Austin ISD HUB Program regulations to be considered for contract selection.

HUB Documents may be turned in with the proposal on the due date on July 10<sup>th</sup> at 2PM. They may also be turned in electronically up to 24 hours after the bid due date by July 11<sup>th</sup> at 2PM. They may be sent to [proconteam@austinisd.org](mailto:proconteam@austinisd.org).

## X. Acknowledgement of Addenda

Only those responses to inquiries which are made by formal written Addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect, and shall not be binding on AISD. The Offeror must acknowledge receipt of all Addenda in its Proposal. However, each Offeror will be bound by the terms of all Addenda, and its Proposal will be construed to include the information contained in the Addenda, whether or not Offeror has received them or acknowledged receipt

Offeror must print, date and sign all addenda cover sheets and attach them to their bid package.